

There will be a virtual meeting of the **Lytchett Minster & Upton Town Council** which will be held on **Tuesday 16 June 2020** and commence at **7.00 pm**.

Apologies for absence should be given to the Chairman/Clerk prior to the meeting.

Karen Cane

Signed: Karen Cane, **Town Clerk**
10 June 2020

There will be a **DEMOCRATIC SESSION** at approximately 7.45 pm for a period not exceeding 15 minutes, to allow any electors of the Civil Parish a maximum of three minutes, to address the Council on a relevant matter or ask a question. Any member of the Civil Parish or member of the Press may request the on-line access link by emailing office@lytchettminsterandupton-tc.gov.uk no later than 12 hours prior to the commencement of the meeting.

AGENDA

1. To receive Declarations of Interest and apologies for absence.
2. To receive the Minutes of the meeting held on 19 May 2020.
3. To receive the Clerk's Report.
4. Correspondence: Purbeck CAB Letter of Thanks.
5. To receive:
 - Financial Risk Assessment 2020
 - Asset Register up to 31 March 2020
 - Health and Safety Policy 2020
 - Insurance YLL-272006-5263 (Year 1 of 3)
 - Review of Effectiveness of Internal Audit 19/20
 - COVID-19 General Risk Assessment June 20
 - Code of Conduct 2020-2021
6. To approve the Annual Governance Statement for 2019/20.
7. To approve the Accounting Statements for 2019/20.
8. To receive the Annual Internal Audit Report 2019/20.

9. To receive the Internal Auditors Report Year to 31 March 2020 (MATCJUNDoc12)
10. To approve for the period of 2020-2021
 - a) the use of variable direct debit for payment of utilities and
 - b) the use of BACS payments for the payment of invoices and salaries
11. To receive update from the Town Clerk on Town Council operations.
12. To receive update on the Upton Together Project.
13. To resolve that the current Acting Chair is confirmed as the Chairman of the Council until the next Annual Meeting.
14. To resolve that a Vice-Chairman of the Council is elected to support and deputise for the Chairman when necessary.
15. To receive an update from Chairs of Amenities, Environment and Planning.
16. Representatives Reports (including LUBCA) / Dorset Council Matters).
17. To receive the summary of accounts to 31 May 2020
18. To receive list of council payments up to date of meeting.
19. Items of report (including publicity opportunities) and matters for future Agendas.

The next full Town Council meeting will be held on 21 July 2020
either virtually or at 1 Moorland Parade, Moorland Way, Upton at 7.00 pm.